

Your Rights as an Employer in Hiring Non-Citizens

You have the right to:

- Ask all new employees (U. S. citizens and non-citizens) to show documents that establish identity and work authorization;
- Request re-verification documents as indicated;
- Base your decisions about firing on job performance and behavior;
- Establish written codes of conduct, performance standards;
- Expect that an employee performs a job as defined in the job description.

What if the papers I accept are false?

- You must examine the document(s) presented. If they appear reasonably genuine and they relate to the person presenting them, you must accept them.
- If you hire a person in good faith based on documents that appear reasonably genuine, you cannot be charged with accepting unauthorized or false documents.

U.S. Dept. of Justice Civil Rights Division
Office of Special Counsel for Immigration-
Related Unfair Employment Practices
950 Pennsylvania Ave., N.W.,
Washington, D.C. 20530
(202) 616-5594 Toll Free 1-800-255-8155
TTY 1-800-237-2515
E-mail: oscrt@usdoj.gov
www.usdoj.gov/crt/osc

Questions? Would you like more information?

U.S. Department of Justice
Employer Hotline: 1-800-255-8155
www.usdoj.gov/crt/osc

Employing Immigrants web site
www.seattle.gov/employingimmigrants

City of Seattle Office for Civil Rights
206-684-4500, TTY 206-684-4503
www.seattle.gov/civilrights

King County Office of Civil Rights
206-296-7592, TTY 206-296-7596
<http://www.metrokc.gov/dias/ocre>

Washington State
Human Rights Commission
206-464-6500, TTY 206-587-5168
<http://www.wa.gov/hrc>

Employing Immigrants

A Handbook for Employers



 **Seattle Office**
for Civil Rights

206-684-4500
www.seattle.gov/civilrights

What Do Employers Need to Know?

- Fill out the I-9 form only for people you have hired after Nov. 6, 1986;
- Verify on the I-9 that you have seen documents that establish identity and authorization to work;
- Keep I-9 forms on file;
- Avoid “citizenship only” or “resident only” hiring policies;
- Treat all people the same when announcing jobs, interviewing, filling out I-9 forms, hiring and firing;
- Give the same job information over the phone and use the same application for all applicants.

List of Acceptable Documents

Group A – Documents that establish both identity and work eligibility

- U.S. Passport (expired or unexpired)
- Certificate of U.S. Citizenship (N-560 or N-561)
- Certificate of Naturalization (N-550 or N-570)
- Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- Alien Registration Receipt Card with photograph (I-151 or I-551)
- Unexpired Temporary Resident Card (INS Form I-688B)
- Unexpired Employment Authorization Card (I-688A)
- Unexpired Reentry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)

- Unexpired Employment Authorization Document issued by the INS which contains a photograph (I-688B)

Group B

– Documents that establish **only identity**

- Driver’s license or ID card issued by a state or U.S. possession
- ID card issued by federal, state or local government
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

Group C – Documents that establish only work eligibility

- U.S. social security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (FS-545 or DS-1350)
- Original or certified copy of an official U.S.-issued birth certificate
- Native American tribal document
- U.S. Citizen ID Card (I-197)
- ID Card for use of Resident Citizen in the United States (I-179)
- Unexpired employment authorization document issued by the INS (other than those listed under List A)